

FILING EQUIPMENT INVENTORY

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060038-1

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS&T/OSI
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		155 (1550 sq.ft.)
2 Drawer (free standing)		17 (170 sq.ft.)
4 Drawer (correspondence)		168 (1680 sq. ft.)
5 Drawer (correspondence)		4 (40 sq.ft.)
All purpose (with doors)		
Map and Plan File		3 (33 sq.ft.)
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe) 5 drawer Card Safe		6 (84.6 sq. ft)
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		7 (63.7 sq. ft)
5 Drawer (correspondence)		8 (72.8 sq. ft)
Map Cabinet Sections		2 (65 sq. ft.)
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe) 2 door Supply Cabinets used for records		2 (25 sq. ft.)
10 Drawer IBM Card Cabinet		2 (17 sq. ft.)
Metal Map Tube Holder		1 (9 Sq. ft.)

Continue on reverse side

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SHELVING	UNIT WIDTH (in inches)	SECTIONS	SHELVES HIGH	TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
Correspondence type		13	various	92	276 (87.7
Library type		33	various	231	1893(206 sq.
Book Case Sections		164	various	552	1656(1066.5
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf		21	various	107	321(136.5 sq.
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card;____ins per dr)					
OTHER (describe) Supply Type used for records		20	various	216	648(110 sq.ft

REMARKS:

Total 5446.8

Include number of secure and vault areas in which records are stored (3) Vaults
(3) Secure areas

STATINTL

13 July 73
DATE

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OFFICE EQUIPMENT INVENTORY

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS&T/OEL
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	(-)	50
2 Drawer (free standing)	(-)	13
4 Drawer (correspondence)	(-)	55
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
17 - Drawer Card (<u>5x8</u> size card; <u>28</u> inches per drawer)		2
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	+	3
5 Drawer (correspondence)	(+)	8 //
Map Cabinet Sections	11	11
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	32	2		7	18
Library type					
Book Case Sections (+)	32	28		92	244
Tape shelves (Computer Tape) (+)	36	4		16	48
Conserv-A-File (roll out units)	40	2		12	40
Conserv-A-File-XXXXXXXXXX (roll out)	36	11		55	165
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual) (Tape)	35	4		80	233
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe) Tape Shelves (+)	36	105			351
3 x 5 Cards (+)	15 inch Length	27		27	34
4 x 6 Cards (+)	"	20		20	25

REMARKS:

Include number of secure and vault areas in which records are stored 5

(+) & (-) indicates a increase or decrease since last year)

STATINTL

16 July 73
DATE



T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DDS&T/FMSAC
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	80
2 Drawer (free standing)	8
4 Drawer (correspondence)	71
5 Drawer (correspondence)	7
All purpose (with doors)	
Map and Plan File	
Kardex (_____ Slides)	
5 - Drawer Card (<u>3X7</u> size card; <u>46</u> inches per drawer)	6
8 - Drawer Card (<u>3X7</u> size card; <u>54</u> inches per drawer)	6 +
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	5 +
Map Cabinet Sections 5-Sections - 25-drawers	1
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
10 - Drawer Card (<u>3X7</u> size card; <u>48</u> inches per drawer)	2 -
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	33	25		83	273 +
Tape shelves					
Conserv-A-File (roll out units)(Microfilm)	36	1	10	10	30
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf	36	11	9	99	297
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe) Full Space (Manual)	72	5	7	56	336

REMARKS:

1650 square feet-space

Include number of secure and vault areas in which records are stored 3

July 3, 1973
DATE

STATINTL

OFFICER

T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DDS&T/OD&E
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	36
2 Drawer (free standing)	72
4 Drawer (correspondence)	95
5 Drawer (correspondence)	26
All purpose (with doors)	
Map and Plan File	2
Kardex (_____ Slides)	
8 - Drawer Card (<u>3½x7½</u> size card; <u>30</u> inches per drawer)	4
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
TOTAL FLOOR SPACE FOR OD&E SAFES 2355 Sq. Ft.	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	33"	22	3	66	181
Tape shelves					
Conserv-A-File (roll out units)	36" 42"	10 7	5 6	50 42	67 77
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf	36	1	4	8	24
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Open wood shelving	30"	12	3	36	90

REMARKS:

Include number of secure and vault areas in which records are stored 5

TOTAL FLOOR SPACE:

Bookcases, Conserv-A-Files, Open Shelving, and Add a Shelf - 417 Sq.Ft. Total

STATINTL

29 May 73
DATE

T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DDS&T/SPS
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	12
2 Drawer (free standing)	35
4 Drawer (correspondence)	33
5 Drawer (correspondence)	--
All purpose (with doors)	--
Map and Plan File	5
Kardex (_____ Slides)	--
- Drawer Card (_____ size card; _____ inches per drawer)	--
- Drawer Card (_____ size card; _____ inches per drawer)	--
OTHER (<i>describe</i>)	--
	--
	--
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	--
5 Drawer (correspondence)	--
Map Cabinet Sections	1
Map and Plan File	--
Kardex (_____ Slides)	--
Safe-T-Stack Units	--
- Drawer Card (_____ size card; _____ inches per drawer)	--
- Drawer Card (_____ size card; _____ inches per drawer)	--
OTHER (<i>describe</i>)	--
	--
	--
	--
	--

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	--				--
Library type	--				--
Book Case Sections	36"	18		3 ¹⁸⁰⁰ 54	--
Tape shelves	--				--
Conserv-A-File (roll out units)	--				--
Conserv-A-File-V (side roll)	--				--
Elevator (power files)	--				--
Add-A-Shelf	--				--
Movable Shelves (manual)	--				--
Movable Shelves (motorized)	--				--
CARD SHELVES (____size card; ____ins per dr)	--				--
OTHER (describe)	--				--
	--				--
	--				--
	--				--
	--				--

REMARKS:

Include number of secure and vault areas in which records are stored None

850 Sq ft Safe Space
 324 Sq ft Shelving Space
 1174 Sq ft Total

7/11/73
 DATE

STATINTL

OFFICER

*rept'd 73
as DD541*

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDMS/OJCS
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		170
2 Drawer (free standing)		12
4 Drawer (correspondence)		67
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
8 - Drawer Card (7 1/2 x 31/8" size card; 20 inches per drawer)		2
4 - Drawer Card (3 x 8" size card; 28 inches per drawer)		4
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		2
5 Drawer (correspondence)		8
Map Cabinet Sections		
Map and Plan File		1
Kardex (_____ Slides)		
Safe-T-Stack Units		18
10 - Drawer Card (7 1/8 x 31/2" size card; 20 inches per drawer)		36
10 - 3 x 8 27		14
5 - Drawer Card (3 x 8 size card; 27 inches per drawer)		5
OTHER (describe)		
All-Purpose, 2 door		16
6 drawer, 3 x 8 card size, 27 in. per drawer		2
10 drawer, card cabinets, microfiche, 18 in. drawer		2

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	48	4	2	8	32
Library type	36	19 over		6 ¹⁹ / ₁₁₅	11 345
Book Case Sections	36	81 over		3 ⁹¹ / ₂₄₂	726
Tape shelves	48	72	6	432	1,728
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)	60	10	2	20	100
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
Programmer Storage Units	60	133	2	266	1,330
Program Listing Racks	12	7	1	7	84

REMARKS:

Include number of secure and vault areas in which records are stored 6

OJCS has two Xerox Model 2400 machines. They are located in Rooms 2E23 and
GA 3918 Hqrs Bldg. These machines are shared with components in the area.

STATINTL

27 July 1973

DATE